

LOWELL SCHOOL COMMITTEE
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, Massachusetts 01852

Sokhary Chau
Mayor and Chairperson

Jackie Doherty
Vice-Chairperson

Susie Chhoun
Eileen Delrossi
Dominik Lay
Connie A. Martin
Stacey Thompson

Human Resources & Labor Relations
Subcommittee Meeting

Wednesday, February 8, 2023
City Hall - Mayor's Reception Room
5:00 p.m.

Tel: (978) 674-4324

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Subcommittee Members Present:

Chairperson Martin, Ms. Delrossi and
Mr. Lay. Ms. Delrossi left the meeting at 5:37
p.m.

School Committee Members Present:

Ms. Doherty and Ms. Thompson

School Department Personnel Present:

Dr. Hall, Chief Operating Officer

Chairperson Martin called the meeting to order at 5:07 p.m. The following agenda items were discussed:

1. LHS Energy Management System HVAC Oversight
2. Cafeteria Operations and Coordination including Hiring, Evaluation Support, and Recruiting
3. Conversational English Instructor for School & Community Interactions
4. After School HR Support – Teacher

Chairperson Martin asked Dr. Hall to address the Subcommittee. Dr. Hall stated that the position of the LHS Energy Management System HVAC Oversight will be in collaboration with the city and that they're awaiting word if the city will pay half of the costs. He stated that with the high school and all the older systems this is being recommended. He stated that the job description included the old job description that was used previously and a new job description created for the new position. He again stated that this still needs to be run through the city according to the DPW.

Ms. Martin asked when it would start and if its districtwide.

Dr. Hall stated immediately and yes, it's districtwide.

Ms. Martin stated that the job title needs to be changed and asked if it would be just for the schools.

Dr. Hall stated that it would be between the city and the schools, but should be specific to the schools.

Ms. Martin asked about the salary.

Dr. Hall stated that that he believes it would be between the facilities manager and the facilities director and the licenses will also hold value.

Ms. Martin asked if someone without a license can apply for this job.

Dr. Hall responded yes, and the basic level of requirements will also be added to the job description.

Ms. Martin stated that it is missing the qualifications section and that needs to be included.

Dr. Hall stated he agreed.

Ms. Martin asked if HR is using a standard form.

Dr. Hall responded no.

Ms. Delrossi made a motion to forward the job description to the City for their approval and then bring back to the Committee; seconded by Mr. Lay. 3 yeas APPROVED

Dr. Hall then spoke about the cafeteria positions. He stated that currently there is a need for a skilled liaison with a great deal of experience to help with the stresses in the cafeteria as well as working on reports and complaints and stated that he believes it would be beneficial. He stated that Principals are apprehensive about evaluating cafeteria workers and believe that this person could do that and it would be valuable. He stated that he is waiting to hear if the cafeteria surplus line can be used to pay for this person.

Ms. Martin asked if we can use the present cafeteria managers.

Dr. Hall stated that it would be difficult because they're all in the same union.

Ms. Delrossi asked if the high school is different and if this person would cover all schools.

Dr. Hall stated that that there would only be one (1) and they would work out of the HR office in central. He stated that they would cover all schools. He stated that the schools still have twenty-nine (29) cafeteria positions that have not been filled.

Ms. Lay asked if this is a ten (10) months and if it would be spread over twelve (12) months.

Dr. Hall stated yes and that the position would be pro-rated. He stated that he's only asking for this position until the end of the year.

Ms. Martin stated that it's the budget season next month and that she's not a fan of doing this now.

Dr. Hall stated that he understood.

Ms. Delorossi asked if the unfilled positions were budgeted.

Dr. Hall stated yes and right now we have people working more hours and at times going between schools.

Ms. Martin stated that she believes making the jobs thirty-five (35) hours would be more preferable.

Dr. Hall stated that he hears people may not want them because it may affect their eligibility on many levels.

Ms. Martin stated that she's not comfortable supporting this.

**Ms. Delrossi made a motion to move forward with the Cafeteria Operations Assistant for approval to the School Committee; seconded by Mr. Lay. 2 yeas, 1 nay (Ms. Martin)
APPROVED**

Dr. Hall then spoke about the positing for Conversational English Instructor that was recently posted. He stated that this was posted on school stream. He stated that it was posted because teachers expressed interest, but the original idea was to use a contractor.

Ms. Martin asked how this could be posted if this posting hasn't been approved.

Dr. Hall stated that this is not new. He stated that this is supplemental pay for teachers and paraprofessionals. He stated that teachers would receive \$40 an hour and paraprofessionals would receive \$20.00 an hour.

Mr. Martin asked if anyone can apply.

Dr. Hall stated that they would be receiving \$20 or \$40 an hour pursuant to their contracts. He stated that a vendor would be \$40.00 an hour.

Ms. Martin asked if an RFP went out.

Dr. Hall stated that he wasn't sure.

Ms. Delrossi stated that she saw this and believes it similar to a pier diem position.

Ms. Martin asked if they need the same specifications as a teacher.

Dr. Hall stated that policy wise is for the compensation.

Mr. Lay asked if the position is going to teach our parents English.

Dr. Hall responded yes.

Mr. Lay stated that we have the Adult Education program and asked why they would go to this program.

Dr. Hall stated that its different and helps our parents.

Ms. Martin stated that it should be at the entry level and then go to Adult Education as well as be interrelated with Adult Education.

Mr. Delrossi agrees.

Ms. Delrossi made a motion to move the Conversational English Instructor positions to the full Committee for approval; seconded by Mr. Lay. 2 yeas, 1 nay (Ms. Martin) APPROVED

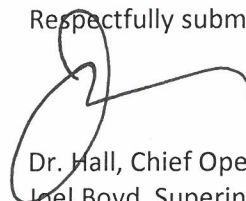
Dr. Hall then spoke about the proposed after school HR teachers and he stated that they would assist with the summer school and extended time hiring process.

Mr. Martin asked why would we have teachers doing this. She stated that she believes its more aligned with a clerical position and asked if any clerical people are interested. She stated that she's not interested in adding a position to the HR department.

Ms. Delrossi made a motion to approve the After School HR Support Teacher; seconded by Mr. Lay. 2 yeas, 1 nay (Ms. Martin) APPROVED

Mr. Lay made a motion to recess at 5:40 p.m.; seconded by Chairperson Martin. 2 yeas, 1 absent (Ms. Delrossi) APPROVED

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Dr. Hall', written over the typed name.

Dr. Hall, Chief Operations Officer for Dr.
Joel Boyd, Superintendent and
Secretary, Lowell School Committee

JPH/mes